
2001 Year-End Report



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Town Manager's Message

The Town of Gardnerville is a rapidly growing community in the heart of Douglas County. Rich in heritage and history, the fast-paced growth presents challenges to local government-preserving the small town atmosphere and ambience while pro-actively working to insure that the community as we know it will offer the same family-friendly environment to our future residents.

2001 was no exception with the Town experiencing a 7.8% plus growth rate. The Chichester sub-division completed off-site improvements to four more phases; a fifth was almost completed; however snowfall in December delayed paving. The Crestmore Village apartment complex was opened, St. Gall church constructed a community center building, and Sharkey's Casino changed ownership.

On the horizon for 2002 is the Oakwood condominium project, Oakwood Village neo-traditional sub-division that will add 180 additional new homes with a park dedicated to the Town, the 180 acre Matley Ranch casino/commercial project, and the Jacobsen 300 acre master planned community, among several other rumored developments.

Town Government Accomplishments in 2001

To address the dynamic changes of growth, the Town boasts many accomplishments, both "on stage" and "behind the scenes" that were completed or embarked on in 2001. The underlying drive in all Town activities has been and will continue to be the need to provide the highest quality government services in the most efficient and effective manner.

The Town Board, management, and staff have realigned operations from the traditional "pyramid style" organization into Team based decision-making. This philosophy allows the Team to bypass traditional organizational workflows when advantageous, saving time and increasing effectiveness by allowing staff to horizontally move within the Town and between other government agencies.

The following 2001 highlights are excerpted from each of the Town's departments.

Town Administration Department

- Staff is developing design Guidelines for the Downtown Development area. When completed, development of guidelines for other areas of Town will begin.
 - Town operations manual revisions and updating was begun. More than 30 policies and procedures were revised or developed and approved. More than 20 policies were in continued development at year's end.
 - Town begins to align operations with American Public Works Association best practice guidelines.
 - 42% of staff enrolled in continuing education programs-a 100% increase from 2000. Town also implements new employee in-house training program.
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- Board Member Tom Cook re-elected as 3rd Vice President of the Nevada League of Cities. Mr. Cook actively engaged in 2020 Roads Issues.
- Town Attorney-reviewed or developed more than 40 ordinance, policy, or procedural practices, while keeping Town Board abreast of legal issues affecting local government.
- Town Engineer-reviewed more than 25 improvement plans, provided onsite inspections for new development, developed revised cost estimates for an inter-agency highway project, and developed plans and specifications for 5 major projects completed or in progress at year's end.
- The Town Maintenance Management software was continually updated with new inventory, tasks, maintenance cycles, and new infrastructure/equipment.
- Town completes business inventory and is developing computer database of businesses for use in economic development and retention.
- Town takes active role in returning the historic East Fork Hotel to viable commercial use.
- Town solidifies plans for a bi-monthly cable television program featuring Town news. The first segment will be taped and aired in January 2002.
- Staff speak at various civic groups throughout the year on Town projects and plans.

Public Works-Road Division

- New street sections were added to the Town inventory. The Town now maintains 108 street sections with a replacement value of almost \$25 million dollars.
- Completed implementation of a computerized Pavement Management System to forecast and budget street repair and replacement needs.
- Road repair backlog was clearly identified and presented in the following table:

PCI RANGE	RANKING	MAINTENANCE STRATEGY	TYPICAL MAINTENANCE	AVERAGE COSTS PER SQ. FT.	TOTAL AREA IN SF. FT.	TOTAL PROJECT COSTS
0-10 11-25 26-40	FAILED VERY POOR POOR	RECONSTRUCTION	COMPLETE REPLACEMENT	\$7.00	0 23,407 181,638.5	\$163,849 \$1,271,470
41-55 56-70	FAIR GOOD	CORRECTIVE MAINTENANCE	OVERLAY PATCHING CRACK SEALING SLURRY SEAL	\$1.70 \$0.41	325,442 359,182	\$553,251 \$147,265
71-85	VERY GOOD	PREVENTIVE MAINTENANCE	MINOR PATCHING CRACK SEALING FOG SEALING	\$0.27	85,736	\$23,149
86-100	EXCELLENT	ROUTINE MAINTENANCE	CRACK SEALING FOG SEALING	\$0.07	1,566,572.5	\$109,660
				BACKLOG=	530,487.5	\$1,988,570
				TOTAL	2,542,113	\$2,268,644

- Capital Improvements program restructured and based on Pavement Condition Index, average daily traffic counts, and road base soils type.
- A new street cut policy based on Pavement Condition Index was developed and adopted.
- The preliminary groundwork was placed for quarterly meetings between Town and utility company staff to coordinate improvement plans. The first "Utility Coordination Committee" meeting will be held in early 2002.
- Purchased crack sealing equipment to eliminate the need for contract work in this area. The Town crack sealed over 275,000 square feet of roads in 2001-a 100% increase over prior years at no increase in supplies and services cost.
- Performed major asphalt patching work on 7 street sections-a 100% increase from 2000.
- Replaced three entire street sections with new road surfaces-a 20% increase from 2000.
- Two more street sections were prepared for overlays and adjacent areas widened for parking. Cold weather prevented the asphalt paving to be completed prior to years end.
- Surface sealed approximately 500,000 square feet of roads (20% of inventory)-a 100% increase from 2000.
- Pothole-patching program implemented and 10 street sections were repaired.
- Implemented a right-of-way weed control program with a substantial reduction in noxious weed complaints and roadside weed growth.
- Street sweeping frequency was increased to minimum twice-monthly service during the fall for leaf removal-a 100% increase from 2000.

Public Works-Storm Water Division

- Phase III Water Quality enhancement improvements were substantially completed at Martin Slough Park. An 1800' maintenance road constructed serves double duty allowing visitors access to environmentally sensitive wetlands for wildlife viewing, and major re-vegetation work to bolster wildlife habitat and provide erosion control were major project components. An Eagle Scout project and a school community service project were used for much of the planting work.
- An Eagle Scout project marked all storm drain inlets in the Chichester subdivision as part of the Town's Water Quality Education Program.
- Staff updated and revised the Town storm water drainage system inventory. The updated inventory will be available on GIS in early 2002.
- Abandoned water conveyance piping was removed on Cottonwood; road, curb, gutter and sidewalk replaced.

- Drain inlet on Hussman was replaced; sidewalk, curb, and gutter replaced at same time.
- Jewel retention pond irrigation system was repaired and plants replaced.

Parks and Recreation

- New turf mowing equipment was purchased. The new equipment significantly reduces mowing time and eliminates the need to dispose of clippings.
- Gardner Park main electrical entrance was replaced.
- An Eagle Scout Project completed the Gilman streetscape improvements through an urban forestry grant.
- Heritage Park Phase I improvements to develop the park with improved downtown parking and place utilities underground commenced. Cold weather would not allow paving to be completed by years end.
- Concurrent with Heritage Park Phase I utility relocation, underground facilities were installed to allow eventual removal of overhead electrical lines on US 395 in the downtown corridor. Future phases to remove electrical lines and install decorative lighting on US 395 were conceptualized through a partnership with Sierra Pacific Power Company.
- Martin Slough Park was de-brushed and preliminary routes cleared for grant funded nature trail construction in early 2002. Students from Carson Valley Middle School developed the conceptual trail alignments. The Town forged a partnership with the Nevada Department of Wildlife for trail system use by area schools.
- Major replacement and repair of the irrigation system at Heritage Park were completed.
- Concerts in the Park (Heritage Park) and performances by the Nevada Shakespeare Festival were announced and confirmed for summer 2002.
- Planter areas and brick-paver improvements were constructed at Gardner Park.

Health and Sanitation

- Green Waste Program that diverts yard trimmings from landfill for use as compost saw a 21% increase from 2000.
- Free “move-in” dumpsters offered to new residents moving to community at no charge to customer.
- A new 4,800 square foot vehicle maintenance building was constructed, providing 7 bays to repair equipment and store vehicles out of winter weather. Cost per square foot was less than \$70.
- A new automated residential refuse collection vehicle was purchased. The automated collection vehicle has significantly reduces the labor costs required to service residential routes.

- Commercial and residential routes were re-structured to maximize efficiency of vehicles and crews.
- The department's automation program completed major milestones. Customized management information reports were developed.
- Commercial refuse container rental program implemented. Approximately 100 commercial customers signed up for this service. The service costs customers 21% less than in 2000.
- Refuse tons collected increased by 16% (2 month average) with no increase in customer rate structure.

General Fund Finances

- General Fund capital expenditures/operating expenditures ratio is approx. \$1.22 to \$1 that indicates continued ability to maintain capital infrastructure.
- General fund contingency and ending fund balances remain at 3% and 8.3% respectively. Unanticipated revenues from previous fiscal year placed into ending fund balance reserves.
- Ad Valorem Capital Improvements Reserves continue to increase.
- The Town 10-year medium term financing note will be retired in mid-2002.

It has been a pleasure to serve this community, and both working for and with a progressive and dynamic elected Board and staff this past year. The future for our community is filled with exciting challenges that will require the equal partnership of government, business, and residents to insure that the Town we leave for future residents continues to exemplify the guiding principles of *Heritage*, *Community*, and *Prosperity*.

Respectfully submitted,

James E. (Jim) Park, Jr., C.P.M., MBA

Town Manager